

NTA Job Profiles		
General Conditions for NTA Staff		
Category (Grade) A-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
Management, assignment and implementation of visions and strategic plans of the organization and having the authority to take decisions on behalf of organization.	<ul style="list-style-type: none"> • Management responsibility of administration, including HR, Financial and others. • Develop administrative strategies divisionally and across the organization and approval of various plans. • Authority for taking final decisions on organization level • Long term strategic decisions and general leadership of the organization. • Other responsibilities will be mentioned in the contracts of the individual. 	<p>General Skills:</p> <ul style="list-style-type: none"> • Develop policy and strategy to manage conflicting priorities, and effective management of human, financial and others. • Ability to implement working leadership model in the organization, maximizing the contribution of team • Ability to professionally communicate about the organization and represent the organization/project at national and international levels. <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Doctorate degree with 3 years relevant experience or Master decree with 5 years relevant experience or bachelor degree with 10 years relevant experience.
<p>Examples:</p> <ul style="list-style-type: none"> • Director on Country or Zone level • Equivalent of Director General or Grade I level Positions in Civil Service • Senior Advisors to Ministers 		
Category (Grade) B-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
Implementation and arrangement of administrative and technical affairs of the organization or project.	<ul style="list-style-type: none"> • Manage organization resources as per the contract. • Contributes to the development of organizational strategies and implement them across the division or organization/ project. • Taking the required decisions, planning and finding solutions for various problems and challenges. 	<p>General Skills:</p> <ul style="list-style-type: none"> • Ability to prepare plan for organization or department and responsibility of managing financial, HR and technical fields. • Ability to prepare documents in the technical fields and to represent from it in related meetings. • Ability of managing and liaison with outside of organization and project. <p>Minimum Requirements:</p> <p>Having at least Master's or its equivalent degree with 5 years working experience or having Bachelor's degree with 7 years relevant experience.</p>
<p>Examples:</p> <ul style="list-style-type: none"> • Head of Division • Senior Technical Specialist • Senior Advisor or Specialist • Project Manager • Equivalent to Grade 2 civil servant • Advisors 		

Category (Grade) C-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
Development and implementation of certain specific functions and activities.	<ul style="list-style-type: none"> • Managing/ supervising organization resources within defined boundaries. Implementation of operational plans of organization or project • Provision and arrangement of an organization or project internal policies or terms. • Providing professional/technical advice to senior managers in the specialized areas. • Project management and budgeting for the function or activities being managed. 	General Skills: <ul style="list-style-type: none"> • Management and team leadership ability. • Having the required skills in general management • Writing and communication ability in professional and related area.
Examples: <ul style="list-style-type: none"> • Advisor • Technical Specialist • Equivalent to Grade 3 of civil Servants 		Minimum Requirements: <ul style="list-style-type: none"> • Bachelor's Degree with 5 years experience in the related field.

Category (Grade) D-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
To provide support to and implement technical and managerial activities..	<ul style="list-style-type: none"> • Preparing financial, operational, technical and other plans for related field of an organization or project. • Implementing related part of the organization or project working plan • Support to and implementing the organization or project operational plans • Supervising and managing related functional units. 	General Skills: <ul style="list-style-type: none"> • Ability to prepare operational plans of organization or project. • Having required skills in the related technical field.
Examples: <ul style="list-style-type: none"> • Unit Manager • Senior Officer 		Minimum Requirements: <ul style="list-style-type: none"> • Bachelor's Degree with 4 years experience in the related field.

Category (Grade) E-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE

To perform operational/support, educational, technical and other tasks of the organization or project.	<ul style="list-style-type: none"> • Responsible for resources implementation within defined boundaries or a specialist area. • Implement departmental plans to agreed standards of the organization or project. • Coordinating activities with the related departments, data collection and preparation of project documents. • Communication with interested persons both internally and externally. 	General Skills: <ul style="list-style-type: none"> • Ability to prepare various operational plans of the organization or project. • Having specific skills in the related technical field.
Examples: <ul style="list-style-type: none"> • Associate / Officer 		Minimum Requirements: Bachelor's degree with 3 years related experience or 5 years working experience.

Category (Grade) F-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
To perform administrative support tasks of the department.	<ul style="list-style-type: none">• Delivery of managerial and technical tasks of the organization or project.• Assist in the implementation of working plans and reporting to the organization or project management.• Coordinating activities with other related units of the organization or project.	General Skills: <ul style="list-style-type: none">• Working ability in the field of management or support according to the internal terms of a project.• Having skills in the related technical field.
Examples: <ul style="list-style-type: none">• Assistant• Clerk		Minimum Requirements: Bachelor degree with 2 years relevant experience or Baccalaureate degree with 4 years relevant experience.
Category (Grade) G-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
To perform administrative support tasks of the department.	<ul style="list-style-type: none">• Carrying out daily tasks that are assigned to them by the organization or project.• Prepare and type documents, manage the filing of the documents and coding when needed.	General Skills: <ul style="list-style-type: none">• The required skills as per the TOR of the position• Produces work or conduct the assignment with acceptable standard.
Examples: <ul style="list-style-type: none">• Technician• Driver		Minimum Requirements: Baccalaureate degree from school / educational institute / professional institute as per the requirement of the job.

Category (Grade) H-		
PURPOSE	DIMENSIONS	SKILLS AND COMPETENCE
Manual labour as per the requirements of the position	<ul style="list-style-type: none"> Undertakes day to day routine work which is assigned by supervisor. 	General Skills: <ul style="list-style-type: none"> The required skills as per the TOR of the position Produces work of a consistently and acceptable standard..
Examples: <ul style="list-style-type: none"> Chief Housekeeper cleaner 		Minimum Requirements: <ul style="list-style-type: none"> Knowledge of equipment under care.